



Board of Commissioners Meeting Minutes

November 25, 2024

Chairman Steve Fox called the meeting of the Board of Commissioners to order at 7:00 p.m. at 32905 Cascade View Dr. Station 51 and via Zoom video conferencing. Commissioner Fox, Commissioner Geiger, Commissioner Chase and Chief Johnson were present. Members of the public were in attendance.

The Public Hearing for Tax District Revenue Sources (RCW 84.55.120) was called to order at 7:00 p.m. Chief Johnson provided information on resolution 2024-15, 2024-06, and the levy certification for 2025.

Public Hearing Comments-

No public comments on revenue sources.

A motion to adjourn was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously. The public hearing adjourned at 7:05pm.

Public Comments-

No regular public comments.

Chief's Report – See attached. Commissioner Geiger asked about the Smokey signs, conversation was held regarding the location of the downtown sign. No questions on reports as presented, but Chief Johnson commented that normally the Board would have seen the October budget report and not the November report.

Old Business -

2025 budget proposal – Fire Chief Johnson presented the budget report. Commissioner Geiger had some questions about the revised revenue numbers and projected budget shortfall of approximately \$15,000. The budget will be presented at the next meeting with discussed changes.

Family Support Services Officer – Updated job position description was presented. Commissioner Chase suggested that the Board include timeframe language in the motion. Commissioner Chase discussed the position and mentioned that she would support imposing a three year timeline on the position. Chief Johnson advised the board that they would be able to, at any time during the annual budget process, reduce or remove the funding for the position. Commissioner Geiger noted that included a minimum of First Aid CPR certification on the job description was mentioned as one minimum requirement. Commissioner Geiger also had questions about the battalion shifts and where our current personnel fit on the priority list. Commissioner Fox would like to see the proposed payroll information provided to the Board prior to approval.

Five Year Strategic Plan - Chief Johnson notified the Board that the information requested would be completed by the end of the year. The Board discussed revisiting the Strategic Plan in January with the appropriate information. Resolution 2022-03 would be a component of the strategic plan. A motion to adopt the Strategic Plan as presented, was made by Commissioner Chase, seconded Commissioner Geiger and passed unanimously.

New Business –

Resolution 2024- 05 Expense Levy – Chief Johnson presented the Commissioners with the Regular Expense Levy Resolution 2024-05.



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New Business – Continued

A motion to approve **Regular Expense Levy Resolution 2024-05** was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

Resolution 2024- 06 EMS Levy – Chief Johnson presented the Commissioners with the EMS Levy Resolution 2024-06.

A motion to approve **EMS Levy Resolution 2024-06** was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

Levy Certification 2025 - Chief Johnson presented the Commissioners with the Levy Certification.

A motion to approve the **Levy Certification** was made by Commissioner Chase, seconded by Commissioner Geiger, and passed unanimously.

Interlocal Agreement - (ILA) Chief Johnson presented the ILA between SCFD5 and the Washington State Council of Firefighters (WSCFF), regarding participation in MERP for promoted persons. A motion to approve the agreement and delegate the signatory authority to Chief Johnson was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

Purchase Order 2024-3534 Microsoft Office 365 -

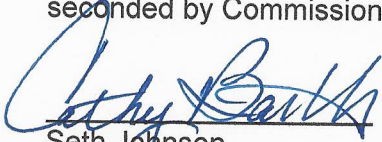
Chief Johnson presented the email migration plan to Office 365, provided by ISOsource. A motion to approve 2024-3534 email migration to Office 365, was made by Commissioner Fox seconded Commissioner Geiger and passed unanimously.

Type 1 Engine Purchase

Chief Johnson briefed the board about an upcoming need to purchase a Type 1 engine. No action items at this meeting, and more info will be available after the vendor meeting next week.

Commissioner Comments – No comments from the Commissioners.

Adjourn - Being no further business, a motion to adjourn was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously. The meeting adjourned at 8:58 p.m.


Seth Johnson
Fire Chief

Chiefs Report to the Board of Commissioners

November 25th, 2024

Personnel

- December 10th is the date selected for FF/EMT and FF/Medic interviews. There will be interviewing 15 FF/EMT's and 1 FF/Medic.
- FF/Medic Don Swain has completed his initial integration steps and has entered into the mentorship portion of the onboarding, which will be complete mid- December.

Equipment

- Engine 52 update – still out of service at the shop. Still out of service, parts have been sent off for repair.
- Tender 55 will be put in service once Tender 51 is sent to be repaired. Insurance has been notified to add it to our policy, but the Master Mutual Aid Agreement includes the loaning of apparatus, no further agreements are necessary.
- Meeting with Apparatus Manufacturers next week regarding the purchase of a type 1 engine.

General

- The recent Audit report has been put on our website.
- The reimbursement for the Swawila fire response has been received. There will be a claim for hours for the response to that fire forthcoming. The final documents for the EMAC deployment were sent today. In total, these two responses accounted for \$85,133.31 in reimbursements due to the District, with \$54,708.59 due to personnel and \$30,424.72 due to the District.
- I have a draft policy regarding social media, and I am working through drafts with key staff members who have shown interest in managing the departments social media. Once staff recommendations have been made and the policy redrafted, I will present the policy to the Board.
- The SCEMS incorporation proposal has been sent to legal counsel, with hopes to receive initial comments back by the first meeting in December. There is a meeting next week to discuss a separate MPD Delegate agreement with the fire districts involved.
- The Sultan Lighted Parade and Tree Lighting is set for December 7th at 5:30 pm, and Santa at the Station is scheduled for Saturday, December 14th between noon and 2pm.

Respectfully submitted,

Seth Johnson
Chief, Snohomish County Fire District 5